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SEAN G MAJ (PKI) [SEAN.KIRSCHNER@US.ARMY.MIL] DEVELOPMENTAL  
COUNSELING FORM**

For use of this form see FM 22-100.

**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

AUTHORITY: 5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)  
PRINCIPAL PURPOSE: To assist leaders in conducting and recording counseling data pertaining to subordinates.  
ROUTINE USES: For subordinate leader development IAW FM 22-100. Leaders should use this form as necessary.  
DISCLOSURE: Disclosure is voluntary.

**PART I - ADMINISTRATIVE DATA**

Name (Last, First, MI) <b>Doe, John</b>	Rank / Grade SGT/E-5	Social Security No. ### ## ####	Date of Counseling <b>6 Dec 02</b>
Organization HHC, Your Unit, APO AE 09123		Name and Title of Counselor <b>SFC Jones, John P / Platoon Sergeant</b>	

**PART II - BACKGROUND INFORMATION**

**Purpose of Counseling:** (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling and includes the leaders facts and observations prior to the counseling):

**This is your 2<sup>nd</sup> Quarterly Counseling as 4th Squad Leader for 1st Platoon. This also serves as your 2<sup>nd</sup> Quarterly NCOER Counseling.**

**PART III - SUMMARY OF COUNSELING**

**Complete this section during or immediately subsequent to counseling.**

**Key Points of Discussion:**

**o Review and assess last Performance/Professional Growth Counseling.**

**o Preparation for upcoming JRTC deployment (April 2003)**

- o Review squad's SRP packets.*
- o Squad and individual equipment readiness*
- o SQD's APFT, weapons qualification, military and civilian education and boards*

**o In support of upcoming Brigade Command Inspection (Appointment as Unit Arms Room NCOIC)**

**o Short Term Individual Goal:**

- o Preparation for Promotion (Continue to improve weapon qualification, APFT score, civilian/military education, and compete for Battalion NCO of the Month Board).*

**o Long Term Individual Goal:**

- o Future in the Army (Approaching ETS)*

**o Leadership Self-Assessment (FM 22-100, appendix B)**

**OTHER INSTRUCTIONS**

This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

**Plan of Action:** (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specific time line for implementation and assessment (Part IV below):

- o Conduct a squad SRP packet review by 06 Jan 03 and update as needed (special attention on family care plans, medical and dental records).*
- o Verify load plans within the next 30 days and submit operational supply request to unit supply sergeant.*
- o Schedule and conduct a TA-50 layout to check serviceability and accountability and correct all deficiencies within this quarter.*
- o Review company's past CI results and identify Arms Room amber and red deficiencies by 13 Dec 02.*
- o Refer to the Army's Developmental Counseling Library ([www.counseling.army.mil](http://www.counseling.army.mil)) and obtain a copy of the unit armorer's counseling checklist.*
- o Conduct a Performance/Professional Growth Counseling with the unit armorer within 2 weeks; identifying priority work for the upcoming CI*
- o Obtain the necessary study materials for preparation of NCO of the Month Board.*
- o Schedule appointment with the Battalion Reenlistment NCO to review reenlistment options.*
- o Lead by example in performance, fitness, and appearance.*
- o Use some form of personal planning calendar to organize requirements.*

**Session Closing:** (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate):

Individual counseled: I agree / ~~disagree~~ with the information above

Individual counseled remarks:

Signature of Individual Counseled: Joseph Smith Date: 6 Dec 02 .

**Leader Responsibilities:** (Leader's responsibilities in implementing the plan of action):

*My first priority is to coordinate with the S-3 to ensure that you are enrolled in the next Unit Armorer Supervisor Course. I will de-conflict issues between your squad leader duties and your appointed duties as Arms Room NCOIC. I will support and encourage continuation of your personal fitness program. I will provide examples of planning calendars*

Signature of Counselor: John P. Jones Date: 6 Dec 02 .

#### **PART IV - ASSESSMENT OF THE PLAN OF ACTION**

**Assessment:** (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling):

Counselor: \_\_\_\_\_ Individual Counseled: \_\_\_\_\_ Date of Assessment: \_\_\_\_\_

**Note: Both the counselor and the individual counseled should retain a record of the counseling.**